

**School District No. 38 (Richmond)**  
**7811 Granville Avenue, Richmond, BC V6Y 3E3**

**MINUTES OF PUBLIC MEETING OF POLICY COMMITTEE**

Date: Monday, October 16, 2017 at 10:30am  
Board Room, Main Floor, Administration Building

Present: Sandra Nixon, Chairperson  
Donna Sargent, Vice Chairperson  
Alice Wong, Trustee  
Sherry Elwood, Superintendent of Schools  
Wendy Lim, Assistant Superintendent  
Liz Baverstock, President, RTA  
Steve Wenglowksi, 2<sup>nd</sup> Vice President, RTA  
Dionne McFie, President, RDPA  
Andrew Scallion, Vice President, RDPA  
Lisa Devitt, CUPE Executive Member; Member of the Policy 100 Task Force  
Colleen Howu, Parent  
Gail Hackenbruch, Executive Assistant (Recording Secretary)

Absent: Debbie Tablotney, Member

The Chair called the meeting to order at 10:40am.

**1. INTRODUCTIONS**

Introductions were made around the table.

**2. ADOPT AGENDA**

The agenda was adopted as presented.

**3. APPROVE MINUTES**

The minutes of the meeting held September 18, 2017 were approved as circulated.

**4. POLICY 513.2 AND 513.2-R: FIELD TRIPS**

A memorandum from Assistant Superintendent Lim was included with the agenda package. Assistant Superintendent Lim spoke to the purpose of the Field Trip Pilot Team to review the current policy and regulation to ensure consistency of practices across the district, to enhance communication between the various partner groups, to reflect on best practices in design, safety and risk management and to support the new curriculum. She spoke to the current activities of the pilot team, comprising 8 schools with an administrator from each of those schools, and noted that the team is working with the Youth Safe Outdoors (YSO) resource to develop a Richmond focus for the field trip forms for use during the pilot phase. She added that recently 8 teachers were asked to form the Field Trip Committee whose tasks will include sharing the YSO Resource, Safety First! Guidelines for BC School Off-Site Activities, share the Richmond-ized YSO field trip forms, discuss the recommended adult to student supervision ratios for the various type of field trips after and seek teacher input/feedback. Attendees had comments and questions on: best practices around the supervision ratio for field trips, parent volunteer participation in field trips, volunteer orientation at schools, enhancing communication at schools and emphasizing the expectations that include adhering to the District Code of Conduct while on field trips, administering prescribed medications to students while on field trips and including the District Code of Conduct on the parent/student field trip permission material.

Assistant Superintendent Lim spoke to next steps that will include a meeting of the Field Trip Pilot Team of administrators and the Field Trip Committee of teachers and she anticipates that this topic will return to Policy Committee in January 2018 for a review of the proposed revisions to Policy 513.2 and 513.2-R: *Field Trips* and potentially a recommendation to place the proposed revisions into the stakeholder review process.

## **5. POLICY 100: STATEMENT OF PHILOSOPHY**

A memorandum from Assistant Superintendent Lim setting out the background, purpose, terms and conditions and meeting highlights of the Task Force was included with the agenda package, as well as minutes of meetings held September 20 and October 4, 2017. Assistant Superintendent Lim provided an overview of the most recent meetings of the Task Force noting discussions on placing definitions around the vision, mission, values statements, plans to activate the student voice to develop a graphic to visually depict our vision, mission values statements and the proposal to retain current Policy 101: *Goals and Objectives*, 102: *Diversity and Inclusion*, 103: *Collaboration and Community*, 103-R(A): *Foundations for Learning* and 103-G: *Foundations for Learning* to complement the new Policy 100 Vision, Mission, Values Statements and its accompanying regulation. Attendees had comments and questions on: the process and work of the Task Force as it developed the mission, vision, values statements, the excellent input from students and all members of the Task Force, the importance of retaining the other policies in section 100 to support the proposed vision, mission, values statements and the future need for a review of Policy 101, 102, 103, 103-R(A) and 103-G. The anticipated timeline for review and approval of the proposed new Vision, Mission, Values statements was discussed as follows:

*November 8, 2017 – Provide Notice of Motion to public Board meeting on the proposed new vision, mission, values statements.*

*November 22, 2017 – Present recommendation to public meeting of the Board to place the proposed new vision, mission, values statements into stakeholder review process for input/comments.*

*November 23–January 30, 2018 – Proposed new vision, mission, values statements in the stakeholder review process.*

*January 30, 2018 – Stakeholder review process deadline date for input.*

*February 19, 2018 – Consider stakeholder input at Policy Committee meeting. Consideration of Notice of Motion to the next public meeting of the Board of Education (Richmond).*

*February 28, 2018 – Provide Notice of Motion to public meeting of the Board that a recommendation for approval of the proposed revisions to the vision, mission, values statements will be presented to the next meeting.*

*March 14, 2018 – Present recommendation to public meeting of the Board to approve the proposed new vision, mission, values statements.*

It was **AGREED** that a **NOTICE OF MOTION** would be presented to the November 8, 2017 meeting of the Board advising that a **RECOMMENDATION** to place proposed revisions to Policy 100: *Statement of Philosophy* to be renamed Policy 100 and 100-(R): *Vision, Mission, Values* into the stakeholder review process would be provided to the November 22, 2017 meeting of the Board with a suggested return date of January 30, 2018.

It was noted that current Policy 101: *Goals and Objectives*, 102: *Diversity and Inclusion*, 103: *Collaboration and Community*, 103-R(A): *Foundations for Learning*, 103-G: *Foundations for Learning* would be retained to complement the proposed new vision, mission, values statements and Policy 100-R(egulation) and will be circulated with the proposed draft of the vision, mission, values statements.

**6. POLICY REVIEW STATUS [standing item]**

The Chairperson reviewed the updated policy review status document to September 30, 2017 noting the minor changes made to more clearly enhance the document. Various suggestions were made to further enhance the presentation of this document.

**7. POSSIBLE AGENDA ITEMS FOR NEXT MEETING**

No discussion.

**8. NEXT MEETING DATES**

Confirmed meeting dates for the remainder of 2017 are: Monday, November 20, 2017 and Monday, December 11, 2017.

Meeting dates for 2018 were scheduled for: Monday, January 15, Monday, February 19, Monday, March 12, Monday, April 16, Monday, May 14 and Monday, June 18.

**10. ADJOURNMENT**

The meeting adjourned at 11:42am.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'S. Nixon', is written over the typed name.

Sandra Nixon, Chairperson  
Policy Committee